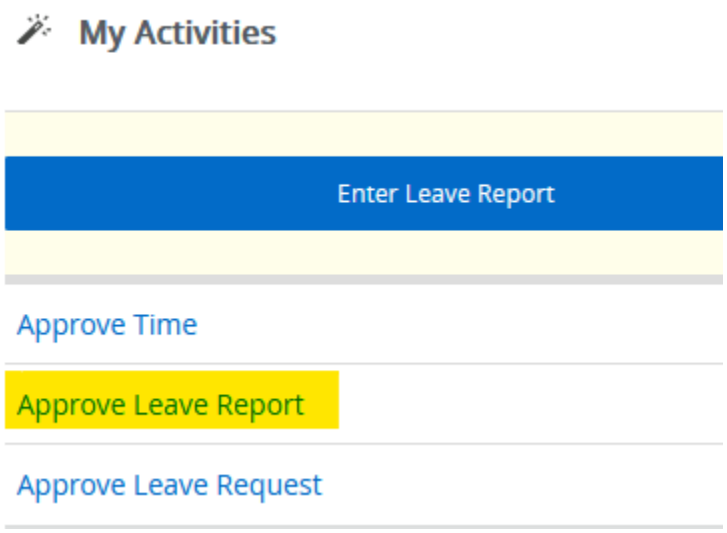
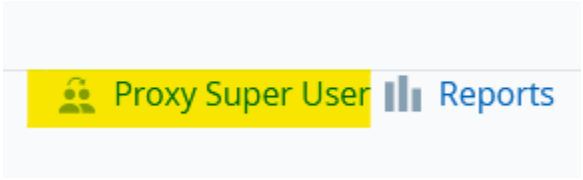
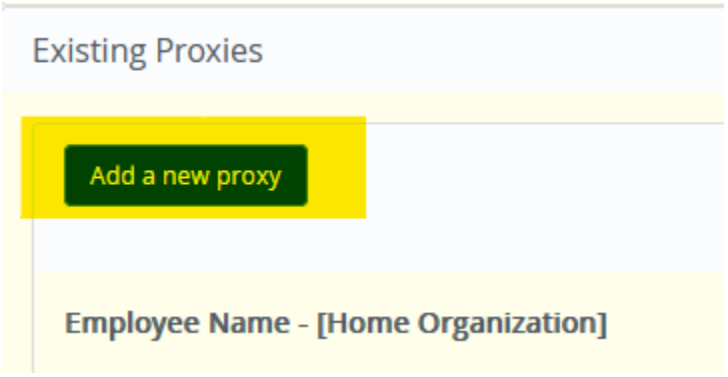
1. CLICK ON Approve Leave Report



2. CLICK ON Proxy Super User



3. CLICK ON Add a new proxy